



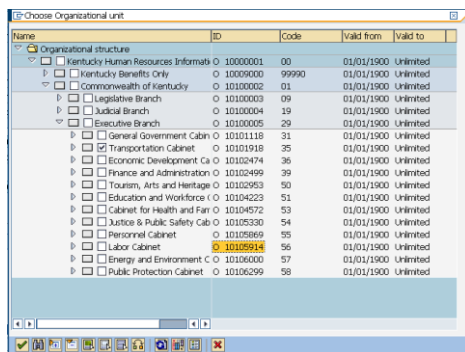


# DTS - InRange Salary Comparison - Report Instructions




Use this report to list comparison for the In-Range salaries.


1. From the main screen, type transaction code: **ZPAQ0002**.
2. Click the **Enter** button  or press **Enter** to continue.
3. **Reporting Period** – Choose a period from the list.
4. There are a couple of ways to search using this report:
  - Click  **OrgStructure** to select an entire organization from the structure.



**OR**

- Enter selection criteria, for example Job number.
- Work County – Key the needed Work County Code.

NOTE: Click the **Multiple Selection** button  to enter more than one criterion.

5. Click the **Execute** button  or press **F8** to execute.

The report displays.

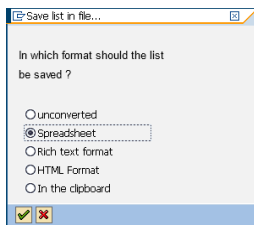
## DTC In Range Salary Comparison

Cab ID	Cabinet Name	Dept ID	Department Name	Position	Job	Job	Pers.No.	First name	M	Last name	Work	Personnel Sub	ESgrp	Employee Subgroup	Employee Status	Annual Salary	Hourly Salary	Monthly Salary	SMOS
10102499	Finance and Administration Cabinet	10102697	Department of Revenue		20001753	Internal Policy Analyst I					037	FT N-Exempt	01	ASC Salary 40	B				
10102499	Finance and Administration Cabinet	10102697	Department of Revenue		20001753	Internal Policy Analyst I					037	FT N-Exempt	01	ASC Salary 40	B				
10102499	Finance and Administration Cabinet	10102697	Department of Revenue		20001753	Internal Policy Analyst I					037	FT N-Exempt	01	ASC Salary 40	B				
10102499	Finance and Administration Cabinet	10102874	Office of the Controller		20001753	Internal Policy Analyst I					037	FT N-Exempt	01	ASC Salary 40	B				
10102499	Finance and Administration Cabinet	10102697	Department of Revenue		20001753	Internal Policy Analyst I					037	FT Exempt	01	ASC Salary 40	B				
10102499	Finance and Administration Cabinet	10102874	Office of the Controller		20001753	Internal Policy Analyst I					037	FT N-Exempt	01	ASC Salary 40	B				


### Export to Excel

- From the menu bar choose:

**List ➔ Export ➔ Local File**








- Choose Spreadsheet.
- Choose the file location and type the file name.
- Click **Generate**.

- Click the **Back** button  or press **F3** to return to exit the report.

**IMPORTANT NOTE:** The selection screen for this report is preset with specific criteria to simplify the reporting process for in-range comparison, and facilitate accurate results. If reporting for any reason, other than for the purposes of in-range comparison, the criteria may need to be adjusted. Below is a listing of the selections automatically programmed:

If changes to these selections need to be adjusted:

- Click the *Multiple Selection* button  for the applicable field.
- Click the *Delete* button  at the bottom of the *Multiple Selection for Personnel Number* window.
- Key any new criteria necessary for the specific reporting need.
- Click the *Copy*  button to apply the deletions and/or new selections to the Selection Criteria.

If all selections were deleted, the *Multiple Selection* icon  will no longer have a green indicator. The green indicator  will appear if other selections were made.